

**Department of Permitting and Environmental Review (Permitting)**

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## Drainage Review

### • FREQUENTLY ASKED QUESTIONS •

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**for more information**

Permitting Customer  
Information Bulletin #**29**

King County Permitting has created customer information bulletins to inform the general public about the effect of codes and regulations on their projects. These bulletins are not intended to be complete statements of all laws and rules and should not be used as substitutes for them. If conflicts and questions arise, current codes and regulations are final authority. Because the codes and regulations may be revised or amended at any time, consult King County staff to be sure you understand all requirements before beginning work. It is the applicant's responsibility to ensure that the project meets all requirements of applicable codes and regulations.

For alternate formats, call 206-296-6600.

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### When do drainage review requirements apply to a proposed project?

This bulletin is intended to alert customers to the possibility that a proposed project may be subject to drainage review and to inform customers of the requirements that may apply. This bulletin does not attempt to set out all the standards that must be met or the actions on the part



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of applicants that will completely satisfy requirements for control of surface and storm water runoff.

If applicants think that a proposed project may require drainage review, please consult the current *King County Surface Water Design Manual (SWDM)* or a Civil Engineer to ensure that appropriate guidelines are followed.

Drainage review is required for any proposed project (except those proposing only **maintenance**) that is subject to a King County **development** permit or approval, including but not limited to those listed below, AND that meets any one of the following conditions:

1. The project adds or will result in 2,000-square-feet or more of **new impervious surface**, **replaced impervious surface**, or **new plus replaced impervious surface**, OR
2. The project proposes 7,000-square-feet or more of **land disturbing activity**, OR
3. The project proposes to **construct or modify** a drainage pipe/ditch that is 12-inches or more in size/depth, or receives surface and storm water runoff from a drainage pipe/ditch that is 12-inches or more in size/depth, OR
4. The project contains or is adjacent to a **flood hazard area** as defined in KCC 21A.06, OR
5. The project is located within a **Critical Drainage Area**, OR
6. The project is a **redevelopment project** proposing \$100,000 or more of improvements to an existing **high-use site**, OR
7. The project is a **redevelopment project** on a single- or multiple-parcel **site** in which the total of **new plus replaced impervious surface** is 5,000-square-feet or more and whose valuation of proposed improvements (including interior improvements and excluding required mitigation and frontage improvements) exceeds 50-percent of the **assessed value** of the existing **site** improvements.

### King County Permits and Approvals

Administrative Subdivision (Short Plat)  
Binding Site Plan  
Boundary Line Adjustment  
Conditional Use  
Clearing  
Commercial Building  
Experimental Design Adjustment  
Formal Subdivision (plat)  
Franchise Utility Right-of-Way Use  
Grading  
Pre-application Adjustment  
Right-of-Way Use  
Shoreline Substantial Development  
Single Family Residential Building  
Special Use



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## DRAINAGE REVIEW TYPES AND REQUIREMENTS

For most projects resulting in 2,000-square-feet or more of **new** and/or **replaced impervious surface**, the full range of core and special requirements must be evaluated for compliance through the drainage review process. However, for some types of projects, the scope of requirements applied is narrowed to allow more efficient, customized review. Each of the following four drainage review types tailors the review process and application of drainage requirements to a project's size, location, type of development, and anticipated impacts to the local and regional surface water system:

- Small Project Drainage Review
- Targeted Drainage Review
- Full Drainage Review
- Large Project Drainage Review

Each project requires only one of the above drainage review types, with the single exception that a project that qualifies for Small Project Drainage Review may also require Targeted Drainage Review.

### SMALL PROJECT DRAINAGE REVIEW

Small Project Drainage Review is a simplified drainage review for small residential building, clearing, and subdivision projects or small **agricultural projects** that result in either (a) 10,000-square-feet or less of impervious surface added on or after January 8, 2001 (the effective date of the ESA 4(d) Rule for Puget Sound Chinook salmon).

The Small Project Drainage Review process minimizes the time and effort required to design, submit, review, and approve drainage facilities for these proposals. In most cases, the requirements can be met with submittals prepared by contractors, architects, or homeowners without the involvement of a **civil engineer**.

*Note: some projects subject to Small Project Drainage Review may also require Targeted Drainage Review, if they meet any of the threshold criteria.*

### TARGETED DRAINAGE REVIEW

Targeted Drainage Review is an abbreviated evaluation by the Department of Permitting permit review staff of a proposed project's compliance with selected core and special requirements. Projects subject to this type of drainage review are typically Small Project Drainage Review proposals or other small projects that have **site-specific** or project-specific drainage concerns that must be addressed by a **civil engineer** or Permitting Department engineering review staff. Under Targeted Drainage Review, engineering costs associated with drainage design and review are kept to a minimum because the review includes only those requirements that would apply to the particular project.

### FULL DRAINAGE REVIEW

Full Drainage Review is the evaluation by King County staff of a proposed project's compliance with the full range of core and special requirements.



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## LARGE PROJECT DRAINAGE REVIEW

Large Project Drainage Review is applied to development proposals that are large and/or involve resources or problems of special sensitivity or complexity. Because of the large size and complexities involved, there is usually a greater risk of significant impact or irreparable damage to sensitive resources. Such proposals often require a more definitive approach to drainage requirements than that prescribed by the core and special requirements; it may be appropriate to collect additional information about **site** resources, use more sophisticated models, and prepare special studies not specified in this manual.

Large Project Drainage Review entails preparation of a **master drainage plan (MDP)** or limited scope MDP that is reviewed and approved by the Permitting Department.

## CORE REQUIREMENTS

The eight core requirements are:

- Core Requirement #1: Discharge at the Natural Location
- Core Requirement #2: Offsite Analysis
- Core Requirement #3: Flow Control
- Core Requirement #4: Conveyance System
- Core Requirement #5: Erosion and Sediment Control
- Core Requirement #6: Maintenance and Operations
- Core Requirement #7: Financial Guarantees and Liability
- Core Requirement #8: Water Quality

## SPECIAL REQUIREMENTS

The five special drainage requirements that may apply to the proposed project depending on its location or **site**-specific characteristics are:

- Special Requirement #1: Other Adopted Area-Specific Requirements
- Special Requirement #2: Flood Hazard Area Delineation
- Special Requirement #3: Flood Protection Facilities
- Special Requirement #4: Source Control
- Special Requirement #5: Oil Control

## Definitions taken from KCC 9.04.020

"Construct or modify" means to install a new drainage pipe or ditch or make improvements to an existing drainage pipe or ditch, for purposes other than maintenance, that either serves to concentrate previously unconcentrated surface and storm water runoff or serves to increase, decrease or redirect the conveyance of surface and storm water runoff. "Construct or modify" does not include installation or maintenance of a driveway culvert installed as part of a single-family residential building permit.

"Development" means any activity that requires a permit or approval, including, but not limited to, a building permit, grading permit, shoreline substantial development permit, conditional use permit, special use permit, zoning variance or reclassification, subdivision, short subdivision, urban planned development, binding site plan, site development permit or right-of-way use permit. "Development" does not include a Class I, II, III or IV-S forest practice conducted in accordance with chapter 76.09 RCW and Title 222 WAC or a class IV-G nonconversion forest



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practice, as defined in KCC chapter 21A.06, conducted in accordance with chapter 76.09 RCW and Title 222 WAC and a county-approved forest management plan.

"High-use site" means a commercial, industrial or road intersection site that generates a higher than average number of vehicle turnovers or has other characteristics that generate the potential for chronic oil accumulation. "High use site" includes:

1. A commercial or industrial site subject to:
  - a. an expected daily traffic count greater than one hundred vehicles per one thousand
  - b. petroleum storage or transfer in excess of one thousand gallons per year, not including routine fuel oil storage or transfer; or
  - c. use, storage or maintenance of a fleet of twenty-five or more diesel vehicles each weighing over ten tons; or
2. A road intersection with average daily traffic counts of twenty-five thousand vehicles or more on the main roadway and fifteen thousand or more vehicles on any intersecting roadway, excluding pedestrian or bicycle use improvement projects.

"Impervious surface" means a hard surface area that either prevents or retards the entry of water into the soil mantle as under natural conditions before development or that causes water to run off the surface in greater quantities or at an increased rate of flow from the flow present under natural conditions prior to development. Common impervious surfaces include, but are not limited to, roofs, walkways, patios, driveways, parking lots, storage areas, areas that are paved, graveled or made of packed or oiled earthen materials or other surfaces that similarly impede the natural infiltration of surface and storm water. An open uncovered flow control or water quality treatment facility is not an "impervious surface".

"Land disturbing activity" means an activity that results in a change in the existing soil cover, both vegetative and nonvegetative, or to the existing soil topography. "Land disturbing activity" includes, but is not limited to, demolition, construction, clearing, grading, filling, excavation and compaction. "Land disturbing activity" does not include tilling conducted as part of agricultural practices, landscape maintenance or gardening.

"Maintenance" means those usual activities taken to prevent a decline, lapse or cessation in the use of currently serviceable structures, facilities, equipment or systems, if there is no expansion of the structure, facilities, equipment or system and there are no significant hydrologic impacts. "Maintenance" includes the repair or replacement of nonfunctional facilities or the replacement of existing structures with different types of structures, if the repair or replacement is required by one or more environmental permits or to meet current engineering standards and the functioning characteristics of the original facility or structure are not changed.

"New impervious surface" means the creation of a hard or compacted surface such as roofs, pavement, gravel or dirt or the addition of a more compacted surface such as the paving of existing dirt or gravel.

"Replaced impervious surface" means an existing impervious surface proposed to be removed and reestablished as impervious surface, excluding impervious surface removed for the sole purpose of installing utilities or performing maintenance. For purposes of this definition, "removed" includes the removal of buildings down to bare soil or the removal of Portland cement concrete slabs or pavement or asphaltic concrete pavement.



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## PLANS REQUIRED FOR PERMIT SUBMITTAL

Most projects require some degree of drainage plans or analysis to be submitted with the initial permit application. Subdivisions, urban plan developments (UPDs), and binding site plans require engineered **preliminary plans** be submitted with the initial permit application. Short plats require **site plans** (may be engineered or non-engineered) to be submitted with the initial permit application. Preliminary plans and site plans provide general information on the proposal, including location of critical areas, road alignments and right-of-way, **site** topography, building locations, land use information, and lot dimensions. They are used to determine the appropriate drainage conditions and requirements to be applied to the proposal during the drainage review process.

Single family residential building permits and short plats with one undeveloped lot require only a **site plan** with the initial permit application. Commercial permits require full **engineering plans**.

Other permits may have project specific drainage requirements determined by DPER or described in DPER customer information bulletins.

## PLANS REQUIRED FOR DRAINAGE REVIEW

For drainage review purposes, **engineering plans** consist of the following:

1. **Site improvement plans**, which include all plans, profiles, details, notes, and specifications necessary to construct road, drainage, and off-street parking improvements.
2. A **construction storm water pollution prevention plan (CSWPPP)**, which identifies the measures and BMPs required to prevent the discharge of sediment-laden water and other pollutants associated with construction/**land disturbing activities**. The CSWPPP includes two component plans: an **erosion and sediment control (ESC) plan**, which addresses prevention of sediment-laden discharges; and a **storm water pollution prevention and spill (SWPPS) plan**, which addresses prevention of other pollutant discharges.
3. A **technical information report (TIR)**, which contains all the technical information and analysis necessary to develop the site improvement plan and CSWPPP.

**Projects under Targeted Drainage Review** usually require engineering plans, except that only certain sections of the technical information report are required to be completed and the site improvement plan may have a limited scope depending upon the characteristics of the proposed project. The scope of these plans should be confirmed during the **project predesign meeting** with the Permitting Department. For other permits, such as single family residential permits, the scope of the targeted engineering analysis is usually determined during Permitting Department engineering review.

**Projects without major drainage improvements** may be approved to submit a *modified site improvement plan*. Major drainage improvements usually include water quality or flow control facilities, conveyance systems, bridges, and road right-of-way improvements. For projects requiring engineering plans for road construction, a **modified site improvement plan** is not allowed.

## ENGINEERING PLAN SPECIFICATIONS

For drainage review purposes, **engineering plans** must consist of the following:

1. A **TIR** as detailed in the SWDM Section 2.3.1.1 (p. 2-8), AND



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2. **Site improvement plans** as detailed in SWDM Section 2.3.1.2 (p. 2-19), AND
3. A **CSWPPP**, which includes an ESC plan as detailed in SWDM Section 2.3.1.3 (p. 2-26) and a SWPPS plan as detailed in SWDM Section 2.3.1.4 (p. 2-29). Also, if applicable per Section 1.2.8, a **landscape management plan**, as detailed in SWDM Section 2.1.1.1 (p. 2-32) must be included.

**Projects in Targeted Drainage Review** require a limited scope TIR with site improvement plans and an ESC plan, as detailed in SWDM Section 2.3.2 (p. 2-33). DPER may allow a modified site improvement plan for some projects in Targeted Drainage Review or where major improvements (e.g., detention facilities, conveyance systems, bridges, road right-of-way improvements, etc.) are not proposed.

### **Plans Required for Small Project Drainage Review**

*Small project drainage plans* are a simplified form of site improvement and ESC plans (without a TIR or a SWPPS plan) that may be prepared by a non-engineer from a set of pre-engineered design details. Small project drainage plans are only allowed for projects in Small Project Drainage Review but may be required for individual lots created by a subdivision project to show how required flow control BMPs and ESC measures will be applied to future lot construction.

For single family residential permits, the level and scope of drainage plan requirements are determined by the Permitting Department during drainage review. Some projects subject to Small Project Drainage Review may also require Targeted Drainage Review.

### **SMALL PROJECT DRAINAGE REVIEW REQUIREMENTS**

All projects subject to Small Project Drainage Review must comply with the following two basic mitigation requirements in this appendix:

1. Apply **flow control BMPs** to developed surfaces as directed in SWDM Section C.1.3 (p. C-13), and
2. Apply **erosion and sediment control (ESC) measures** to disturbed areas during construction as directed in SWDM Section C.1.4 (p. C-20).

To show how these requirements will be met, project applicants must submit drainage plans and supporting documentation as directed in SWDM Section C.1.5 (p. C-23).

In addition, some small projects may have **site**-specific or project-specific drainage concerns or requirements that must be addressed by a **civil engineer** or County engineering review staff. Examples include the presence of flood, erosion, or landslide hazards on or near the **site**, safe conveyance of storm water through the **site**, and application of special drainage requirements. The County will identify any such issues during Small Project Drainage Review and will require a separate **Targeted Drainage Review** in addition to Small Project Drainage Review to address them (see SWDM Section C.1.2, p. C-9). This may require the additional submittal of **site** information, reports, and/or engineering plans signed and stamped by a **civil engineer**.

### **SMALL PROJECT SUBMITTAL REQUIREMENTS**

For projects in Small Project Drainage Review, the items listed below must be submitted to the Permitting Department for review unless the item is not applicable or necessary as specified for that item below or as determined by the Permitting Department. See SWDM Section C.5.1 (p. C-121) for a description of the Permitting Department permit review process for Small Project Drainage Review.



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1. A **small project drainage plan**, unless otherwise directed by DPER. These components vary depending on whether the project is an individual lot development or a subdivision. For most projects in Small Project Drainage Review (i.e., individual lot projects), the required components of a small project drainage plan include a flow control BMP site plan, flow control BMP design and maintenance details, a small site ESC plan, and a written drainage assessment with supporting documentation (e.g., soils report, special studies, etc.).
2. A draft of the **declaration of covenant and grant of easement** required to be recorded for application of flow control BMPs on an individual **site/lot**.
3. A copy of any **recorded covenant** that limits the amount of impervious surface or clearing on the **site** for purposes of qualifying for Small Project Drainage Review. If one does not exist or does not include provisions for County inspection, it must be combined with the covenant required for application of flow control BMPs.
4. An **engineering plan** and **technical information report** signed and stamped by a **civil engineer** if needed to address targeted drainage review requirements.

### COMPONENTS REQUIRED FOR INDIVIDUAL LOT PROJECTS

Most of the information required for the small project drainage plan is also required for a residential site plan, which must be submitted with the permit application (see Permitting Department Bulletin No. 9, "Obtaining a Residential Building Permit"). In fact, the residential site plan may be used as a base map for the flow control BMP site plan and small site ESC plan components of the small project drainage plan. Required components for all individual lot projects are as follows:

1. **Flow Control BMP Site Plan.** This is a scale drawing of the individual **site/lot** used to show how required flow control BMPs will be applied to the **target impervious surface** and **new pervious surface** proposed on the **site/lot**. The flow control BMP (FCBMP) site plan is intended to be a recordable document (or reducible to a recordable document) that can be attached to the declaration of covenant and grant of easement required for implementation of flow control BMPs on individual **sites/lots**. The Permitting Department may allow a written version of this plan if they determine there is no need to illustrate the size and location of proposed flow control BMPs.
2. **Flow Control BMP Design and Maintenance Details** (required whenever flow control BMPs are proposed by a project). These are diagrams/figures, design specifications, and maintenance instructions for each flow control BMP proposed. FCBMP design and maintenance details are intended to be recordable to facilitate attachment to the declaration of covenant and grant of easement required for implementation of flow control BMPs on individual **sites/lots**. The Permitting Department may waive all or a portion of this component if they determine there is no need to specify design details or maintenance instructions for certain proposed BMPs (e.g., the reduced footprint BMP).
3. **Small Site ESC Plan.** This is a scale drawing of the **site** or **project site** used to show the limits of disturbance by the project and how required ESC measures will be applied to prevent sediment from leaving the **project site**. The plan must include or be



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accompanied by any necessary standard details for installation of proposed ESC measures. The figures in Section C.3 may be used as details. The Permitting Department may allow a written version of this plan if they determine there is no need to illustrate the extent and location of proposed ESC measures. *Note: if the project proposes to disturb 1 or more acre, an ESC plan prepared by a **civil engineer** will be required in accordance with the County's ESC Standards (Appendix D of the SWDM).*

4. **Written Drainage Assessment.** This is an overview of the proposed project and its compliance with the drainage requirements of this appendix. It includes a description of proposed **site** improvements, existing **site** conditions, critical areas, existing drainage features, and proposed flow control BMPs and ESC measures, including how they were selected and sized. The drainage assessment should also discuss the results and implications of any soils reports or special studies completed for the **site**.

## WRITTEN DRAINAGE ASSESSMENT

The written drainage assessment is a supporting document of the small project drainage plan and typically includes the following information:

- A **narrative** description of proposed project
- Any proposed **changes** to the project after preliminary approval
- A description of **proposed flow control BMPs** shown on the FCBMP site plan and how they were selected
- A description of **proposed ESC measures** shown on the plans and how they were selected
- A description of any necessary **special studies** or **soils reports**
- A description of any **other information** required by the Permitting Department.

## Are adjustments of the requirements possible?

Adjustments of the core and special requirements and/or other requirements in the *King County Surface Water Design Manual* may be proposed.

## CRITERIA FOR GRANTING ADJUSTMENTS

Adjustments to the requirements in this manual may be granted provided that granting the adjustment will achieve the following:

- Produce a compensating or comparable result that is in the public interest, AND
- Meet the objectives of safety, function, appearance, environmental protection, and maintainability based on sound engineering judgment.
- Also, the granting of any adjustment that would be in conflict with the requirements of any other King County department will require review and concurrence with that department.

Requests for standard and complex adjustments will be accepted only for permits pending approval or approved permits that have not yet expired.

## Pre-application Adjustments

The application process is the same as for standard and complex adjustments except that requests will be accepted prior to permit application, but only if:

- The applicant provides justification at a pre-application meeting with the Permitting Department that an adjustment decision is needed to determine the viability of the proposed project, AND
- Sufficient engineering information to evaluate the request is provided.



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## Where may customers obtain a King County Surface Water Design Manual?

A manual may be purchased from the King County DNR Water and Land Resources Division at 206-296-6519. The Surface Water Design Manual may also be downloaded for free at the Water and Land Resources Division Manual Web site at:

<http://www.kingcounty.gov/environment/waterandland/stormwater/documents/surface-water-design-manual.aspx>

## Other bulletins and telephone numbers that may be helpful

Bulletin 1	Building and Development Permit Telephone Numbers
Bulletin 10	Residential Building On or Near Waterfront
Bulletin 17A	Zoning Code: Overview and Summary
Bulletin 18A	Zoning Code: Permitted Use Tables
Bulletin 21	Critical Areas Review
Bulletin 34A	Road Variances
Bulletin 34B	Surface Water Design Manual Variances or Adjustments
Bulletin 38	Flood Insurance and FEMA

These and other Permitting Department bulletins are available via the Permitting Web site at [www.kingcounty.gov/permits](http://www.kingcounty.gov/permits).

206-296-6600	Permitting Services Center
206-296-6600	Permitting zoning and land use information
206-296-6600	Permitting drainage review information
206-296-6519	King County DNR Water & Land Resources Division

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